



CITY OF SEATTLE

Preschool Program Manager

SALARY:	\$47.57 Hourly \$99,326.16 Annually
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Department of Early Learning & Education
BARGAINING UNIT:	Not represented
CLOSING DATE	12/24/19 04:00 PM Pacific Time

POSITION DESCRIPTION:

The City of Seattle wants every child to have the opportunity to succeed in their education. This journey starts with providing access to high-quality early education to our youngest learners. The Department of Education and Early Learning (DEEL) supports and facilitates many Early Learning programs across Seattle that serve a diverse range of families with children ages birth-12, including multiple preschool programs. To support the mission of DEEL, we are looking for a Preschool Program Manager who will directly manage the implementation of Levy-funded preschool such as Seattle Preschool Program (SPP), SPP Pathway, and state funded preschool such as Early Childhood Education and Assistance Program (ECEAP). You will be responsible for assisting with operationalizing program policies related to supporting the ongoing implementation of preschool programs.

In this role, you will set goals for the work unit, develop, review, and update program policies and procedures, recommend, develop, and implement systems, processes, and workflows to achieve maximum productivity and ensure efficiency, resolve customer requests (such as exceptions to policy and program complaints), and ensure the unit is providing high-quality customer service. You will directly supervise and evaluate performance for at least five Early Education Specialists and at least four Senior Early Education Specialists, and you may supervise more staff as DEEL grows.

The department strives to embed the [City's Race and Social Justice Initiative](#) into its education objectives and seeks staff that value the importance of working together as a government and community to eliminate racial disparities and achieve racial equity.

JOB RESPONSIBILITIES:

Here's more about what you'll be doing:

- Developing and implementing preschool program quality assurance processes and protocols
- Assisting with the evaluation of early learning programs
- Making recommendations on continuous improvement plans to ensure the effectiveness and efficiency of the City's investment in early learning and education
- Working jointly with City managers and staff, funders, community-based agencies, public health, professional development partners, and stakeholders to coordinate and participate in continuous

- analysis of the program outcomes, program quality, and child outcomes
- Assisting the Early Learning Operations Manager with ongoing personnel items, such as Position Description Questionnaires and hiring requests

QUALIFICATIONS:

You will be most successful if you have demonstrated significant experience in managing preschool programs. A commitment to listening, creating space for diverse perspectives, and the pursuit of inclusive and just outcomes must be at the center of your professional practice. The ability to communicate at all levels tactfully and effectively will also contribute to your success. You will need to be skilled in fostering and developing mutually respectful relationships, achieving amenable solutions for those with competing interests, and fostering a collaborative approach to problem solving. Specifically, you'll be prepared to take on this role if you have:

Experience in:

- Managing preschool, early learning, and/or education focused programs
- Working with marginalized communities
- Developing systems, workflows, and implementing processes

The ability to:

- Onboard new team members
- Work collaboratively with colleagues as well as cross-departmentally
- Remain flexible and adaptable as priorities shift and change
- Maintain momentum and motivation through ambiguity

Knowledge of:

- Change management best practices
- Continuous quality improvement

ADDITIONAL INFORMATION:

This position is classified as a Manager 1, Exempt and is exempt from the Civil Service System and pending legislation. This position will require the ability to travel locally for trainings and external meetings.

DEEL supports the City of Seattle's Race and Social Justice Initiative to end institutionalized racism by eliminating barriers to access, providing the staff and public with opportunities for growth, and developing equitable access to the programs and services we offer. If you share those values and meet the qualifications, we invite you to apply for this position. Please visit <http://www.seattle.gov/education> to learn more about the Department of Education & Early Learning.

APPLICATION PROCESS:

To be considered for this position, you must submit your application, attaching **both** a cover letter and resume, at <https://www.governmentjobs.com/careers/seattle/> no later than **4:00pm Pacific Time on Tuesday, December 24, 2019**. This position is open to all candidates that meet the minimum qualifications. The Department of Education & Early Learning values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions, please contact Lindsey King at Lindsey.King@seattle.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2019-02037

<http://www.seattle.gov/jobs>
PRESCHOOL PROGRAM MANAGER
LK

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower

700 5th Avenue, Suite 5500
Seattle, WA 98104

Careers@seattle.gov



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Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Preschool Program Manager Supplemental Questionnaire

- * 1. What is your experience with continuous quality improvement and change management processes?
- * 2. What is your experience in implementing or managing child care, early learning, and/or education-focused programs?
- 3. What is the most number of people you have directly supervised? What is your philosophy of supervision?
- * 4. The City of Seattle conducts its work through the lens of Race and Social Justice (see City website: <http://www.seattle.gov/rsji/>). What does this mean to you in the context of the position you are applying for?
- * 5. To be considered for this position, you must attach both a cover letter and a resume to your application. Have you attached these documents? (NOTE: Even if you have imported your resume directly into the application fields, you must still attach it)
- * 6. Where did you hear about this position?
- * Required Question